JobGate

Online Placement and Internship

User's Manual

Introduction

JobGate aims at simplifying and speeding up the promotion of internship and job placement offers for students, graduates and Master holders from Università Bocconi.

In regard to the formalization, JobGate is the tool to prepare the internship documents for Bachelor and Master of Science students and graduates. On the other hand, for Specialized Master programs holders, the documentation is prepared directly by each Program secretary http://www.unibocconi.it/master.

Registration and access

A username (User ID) and password are necessary in order to access Jobgate. These can be obtained through a simple registration procedure, which must be carried out only once.
Access information is personal.

Fig.1 – Registration screenshot

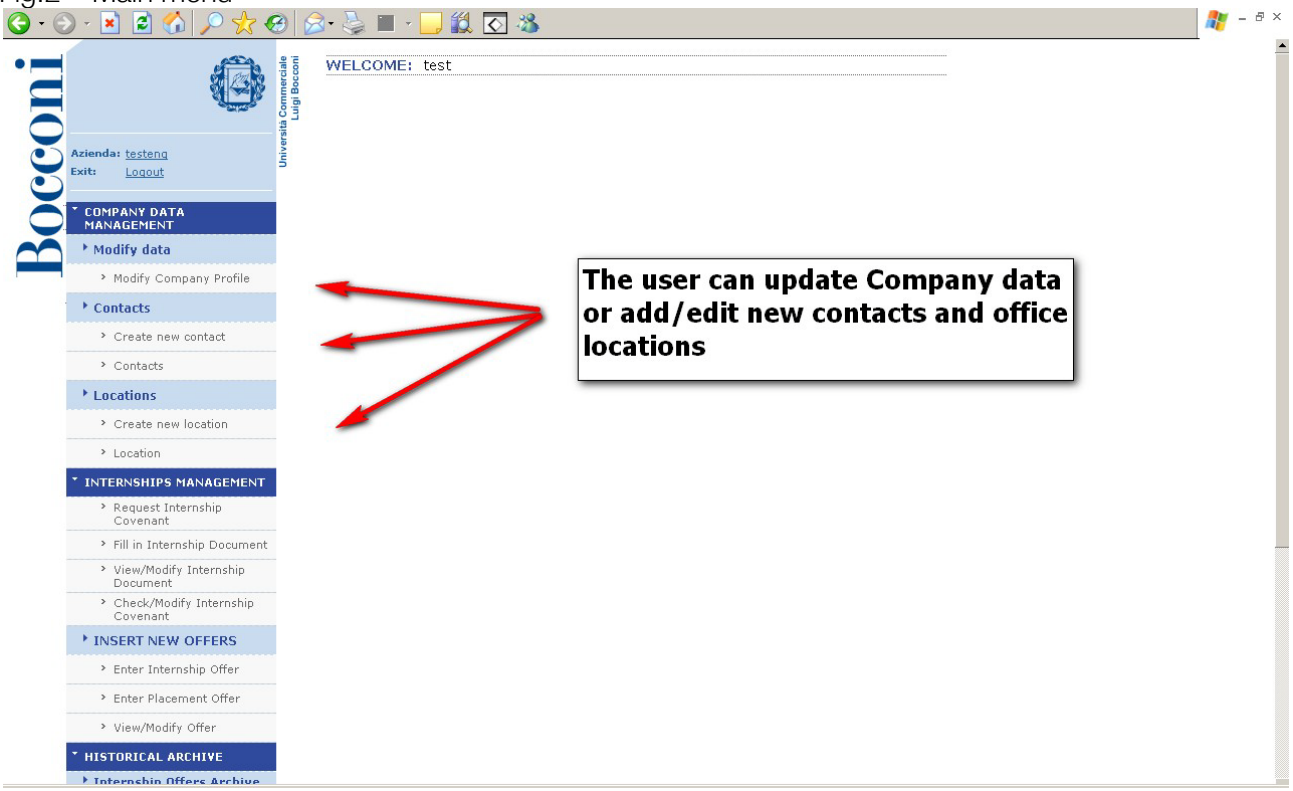
JobGate
Bocconi
Login
Enter Contact
Select Language: English Italiano
Please fill out all mandatory items carefully.
The information provided is subject to examination within the next 5 days through a telephone call from the Career Service.
* Compulsory Fields
Title
Name
Surname
Extension Telephone Number
Telefax
Email
Company Position
Functional Area - please select Other only if not available in the list
Login
Password
Confirm Password
Corporate statement and release of consent for the handling of personal information
In compliance with article 13 of Italian Law Decree n°196 of 30 June 2003, Universita' Commerciale Luigi Bocconi, holder of the treatment of information, informs you that your and Company information which our University has received through the filling in of any attached forms or through other sources, will be handled both in paper form and electronically for publication in JobGate and in other informational material of Università Bocconi's Career Service which is related to events and initiatives, as well as used for any activities regarding internships, professional and talent counselling and placement, consultation of the CV book for new graduates and Master holders, any possible
Release of consent for the handling of personal information
I declare that I have read and understood the contents of the statement above.
I hereby authorize the use of my personal details according to the Italian Legislative Decree n. 196/2003
I agree *
Register
Universita' Commerciale Luigi Bocconi
10 Jun 2010 14:24:19
Credits

Information regarding the employer and the official registered office, in addition to the user's own information, must be provided at the time of registration (Fig. 1).

Please fill out all mandatory fields carefully. The information provided is subject to examination within the next 5 days through a telephone call from the Career Service. Employers with new registrations must also release authorization for use of information (Privacy information) following the instructions in the email message received after the request of registration. Authorization of Privacy use is mandatory according to Italian law to begin collaboration with Università Bocconi and authorization released on the "Insert contact" screen is not valid for the release requested above.

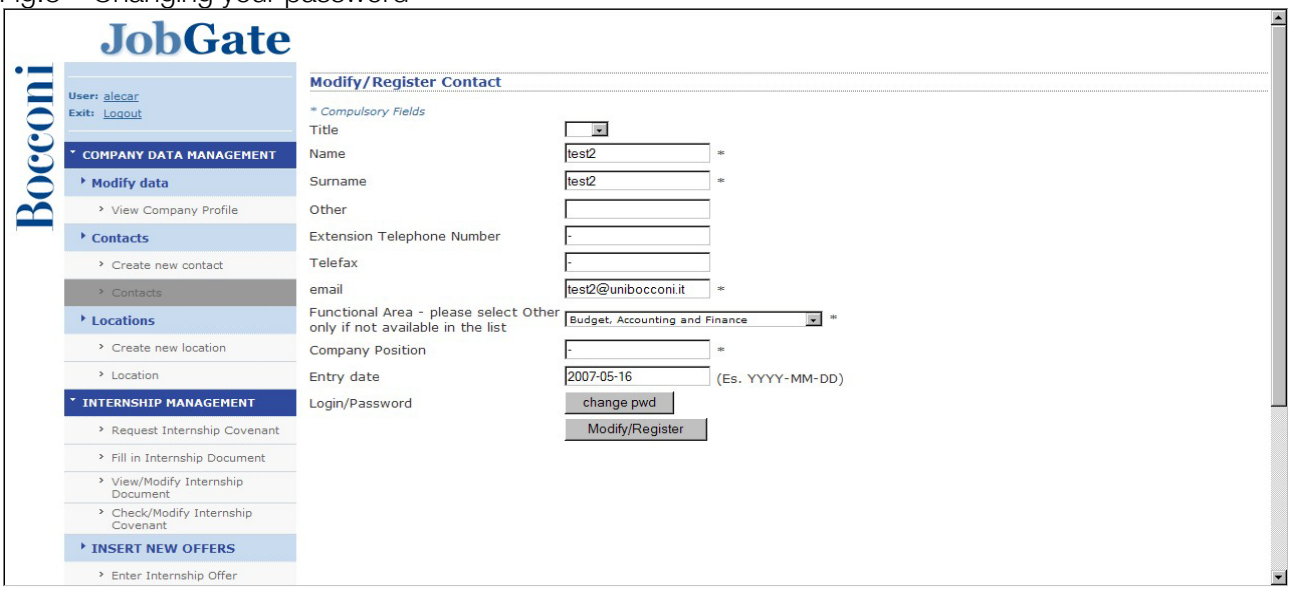
Please, send the release form authorizing use of information (Privacy information) by fax (fax n. +39 02-58365705) to the Career Service. The Career Service will then contact you by phone and send an email of confirmation. You will then be able to enter JobGate and access all system functions through the menu (Fig. 2) on the left. The employer can independently update all information regarding their office and personnel that communicate with the University Career Service ("contacts"). Information regarding the company name can not be changed. Messages regarding activities awaiting approval will also be shown on the homepage.

Fig.2 – Main menu



To change the password you received at the time of registration, please select the correct contact under the item "Contacts" in the left-hand menu, and then click the button "Change pwd".

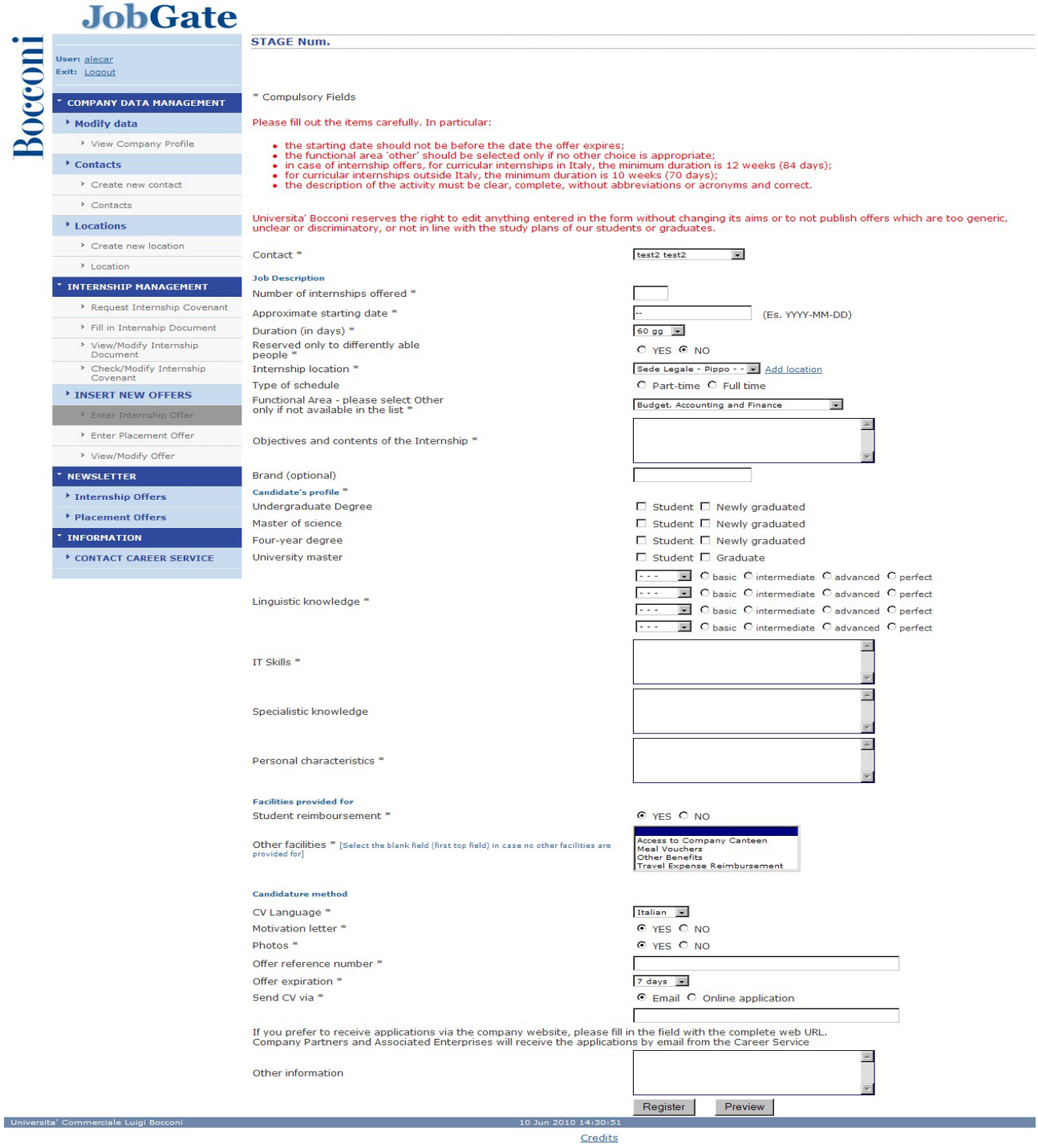
Fig.3 – Changing your password



Posting a Placement or Internship Offer

The employer can post job placement or internship opportunities aimed at students, alumni or Specialized Master holders at Bocconi by selecting the correct features in the menu.

Fig. 4 – Inserting a new offer


JobGate
Bocconi
User: alecar
Exit: Logout
COMPANY DATA MANAGEMENT
Modify data
View Company Profile
Contacts
Create new contact
Contacts
Locations
Create new location
Location
INTERNSHIP MANAGEMENT
Request Internship Covenant
Fill in Internship Document
View/Modify Internship Document
Check/Modify Internship Covenant
INSERT NEW OFFERS
Enter Internship Offer
Enter Placement Offer
View/Modify Offer
NEWSLETTER
Internship Offers
Placement Offers
INFORMATION
CONTACT CAREER SERVICE
STAGE Num.
* Compulsory Fields
Please fill out the items carefully. In particular:
the starting date should not be before the date the offer expires;
the functional area 'other' should be selected only if no other choice is appropriate;
in case of internship offers, for curricular internships in Italy, the minimum duration is 12 weeks (84 days);
for curricular internships outside Italy, the minimum duration is 10 weeks (70 days);
the description of the activity must be clear, complete, without abbreviations or acronyms and correct.
Universita' Bocconi reserves the right to edit anything entered in the form without changing its aims or to not publish offers which are too generic, unclear or discriminatory, or not in line with the study plans of our students or graduates.
Contact *
test2 test2
Job Description
Number of internships offered *
Approximate starting date *
(Es. YYYY-MM-DD)
Duration (in days) *
60 gg
Reserved only to differently able people *
YES NO
Internship location *
Sede Legale - Pippo - -
Add location
Type of schedule
Part-time Full time
Functional Area - please select Other only if not available in the list *
Budget, Accounting and Finance
Objectives and contents of the Internship *
Brand (optional)
Candidate's profile *
Undergraduate Degree
Student Newly graduated
Master of science
Student Newly graduated
Four-year degree
Student Newly graduated
University master
Student Graduate
Linguistic knowledge *
basic intermediate advanced perfect
IT Skills *
Specialistic knowledge
Personal characteristics *
Facilities provided for
Student reimboursement *
YES NO
Other facilities * [Select the blank field (first top field) in case no other facilities are provided for]
Access to Company Canteen
Meal Vouchers
Other Benefits
Travel Expense Reimbursement
Candidature method
CV Language *
Italian
Motivation letter *
YES NO
Photos *
YES NO
Offer reference number *
Offer expiration *
7 days
Send CV via *
Email Online application
If you prefer to receive applications via the company website, please fill in the field with the complete web URL.
Company Partners and Associated Enterprises will receive the applications by email from the Career Service
Other information
Register
Preview
Universita' Commerciale Luigi Bocconi
10 Jun 2010 14:30:51
Credits

After the form has been completed (Fig. 4) with all necessary information, Università Bocconi reserves the right to confirm the offer within 3 days of the publication request, modifying the information inserted in the form without changing its meaning, if necessary, or to not publish offers which are too generic, unclear, discriminatory or not in line with the study paths of our students and graduates.
After it has been published, the employer contact will receive a confirmation email.

Please fill out all mandatory items carefully. In particular:

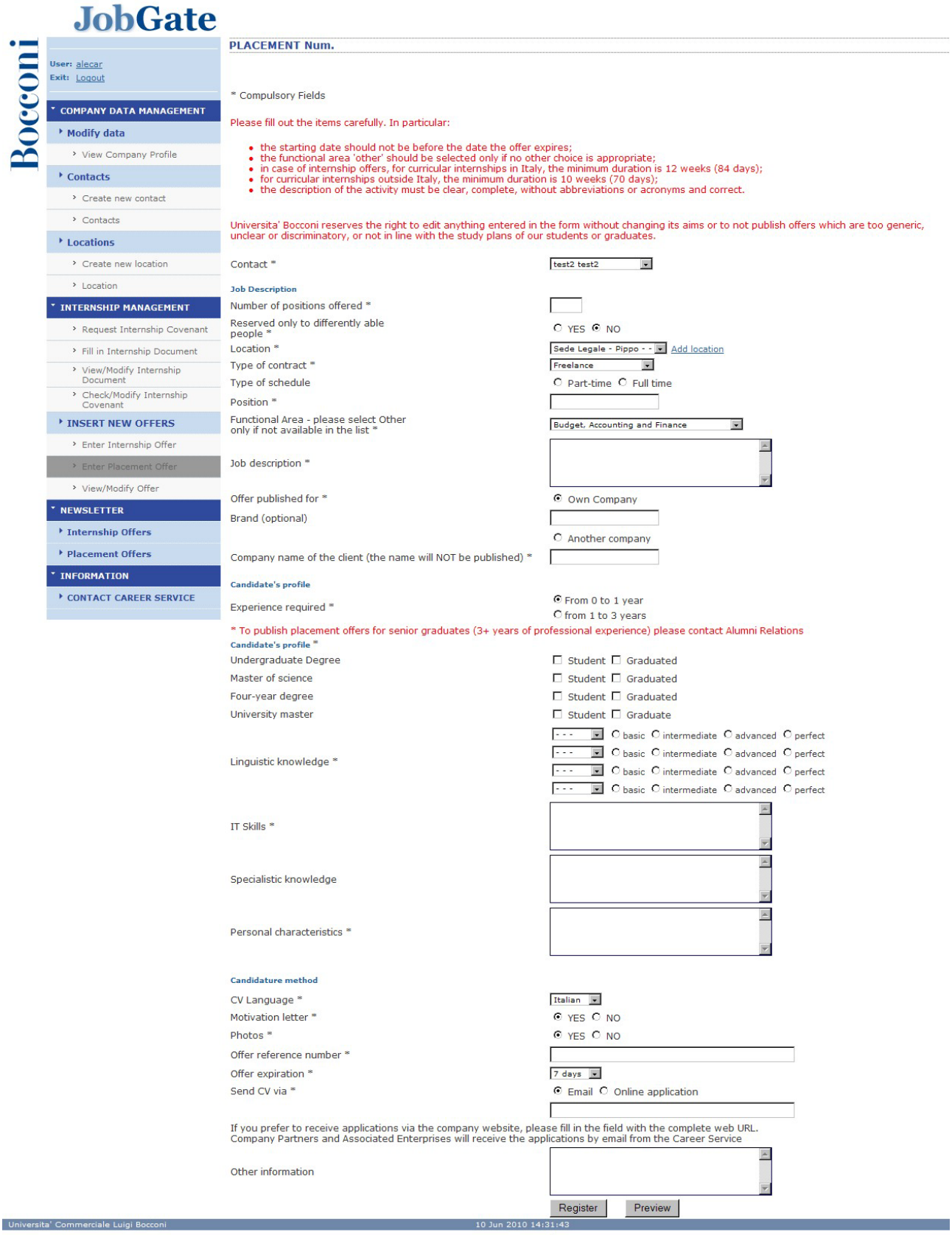
- the date indicating the start of the internship should not be before the date the offer expires data;
- the functional area "other" should be selected only if no other choice is appropriate;
- the minimum duration of an internship in Italy is 12 weeks (84 days), 10 weeks (70 days) for curricular internships outside Italy; the maximum duration is 180 days in both cases;
- the description of the activity must be clear, complete, without abbreviations or acronyms and correct. Regarding internship offers, remember that a detailed schedule of the internship period, the intern's tasks, experience, abilities, and skills to acquire must be indicated.
- include the email address where you would like to receive candidatures, or the full website address, including the HTTP:// or similar prefix if it is an online application in the "how to receive candidate information" section.

Changing or republishing an offer can be done through the feature "View/edit offer" if done before or after the date the offer expires.

If the internship or placement offer is not approved, the system will send the employer an email requesting that the submitted information be carefully checked for completeness and correctness and that the offer be rewritten following the indications provided. If the offer is not resubmitted, it will be deleted within 5 days after the email has been received.

At the end of the publication period of placement offers (Fig 5), the “feedback” form should be completed regarding the results of the selection.

Fig. 5-Placement Offer

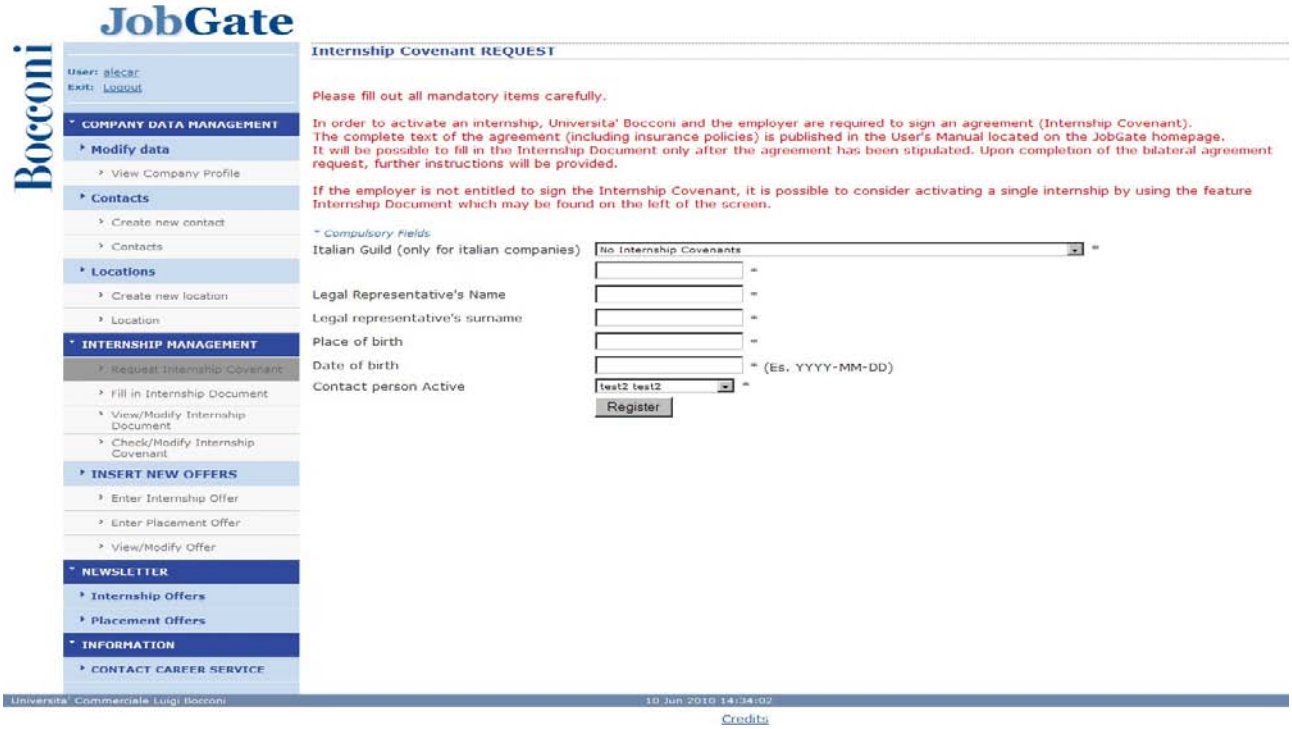

JobGate
Bocconi
User: alecar
Exit: Logout
COMPANY DATA MANAGEMENT
Modify data
View Company Profile
Contacts
Create new contact
Contacts
Locations
Create new location
Location
INTERNSHIP MANAGEMENT
Request Internship Covenant
Fill in Internship Document
View/Modify Internship Document
Check/Modify Internship Covenant
INSERT NEW OFFERS
Enter Internship Offer
Enter Placement Offer
View/Modify Offer
NEWSLETTER
Internship Offers
Placement Offers
INFORMATION
CONTACT CAREER SERVICE
PLACEMENT Num.
* Compulsory Fields
Please fill out the items carefully. In particular:
the starting date should not be before the date the offer expires;
the functional area 'other' should be selected only if no other choice is appropriate;
in case of internship offers, for curricular internships in Italy, the minimum duration is 12 weeks (84 days);
for curricular internships outside Italy, the minimum duration is 10 weeks (70 days);
the description of the activity must be clear, complete, without abbreviations or acronyms and correct.
Universita' Bocconi reserves the right to edit anything entered in the form without changing its aims or to not publish offers which are too generic, unclear or discriminatory, or not in line with the study plans of our students or graduates.
Contact *
test2 test2
Job Description
Number of positions offered *
Reserved only to differently able people *
YES NO
Location *
Sede Legale - Pippo - -
Add location
Type of contract *
Freelance
Type of schedule
Part-time Full time
Position *
Functional Area - please select Other only if not available in the list *
Budget, Accounting and Finance
Job description *
Offer published for *
Own Company
Brand (optional)
Another company
Company name of the client (the name will NOT be published) *
Candidate's profile
Experience required *
From 0 to 1 year
from 1 to 3 years
* To publish placement offers for senior graduates (3+ years of professional experience) please contact Alumni Relations
Candidate's profile *
Undergraduate Degree
Student Graduated
Master of science
Student Graduated
Four-year degree
Student Graduated
University master
Student Graduate
Linguistic knowledge *
- - -
basic intermediate advanced perfect
IT Skills *
Specialistic knowledge
Personal characteristics *
Candidature method
CV Language *
Italian
Motivation letter *
YES NO
Photos *
YES NO
Offer reference number *
Offer expiration *
7 days
Send CV via *
Email Online application
If you prefer to receive applications via the company website, please fill in the field with the complete web URL.
Company Partners and Associated Enterprises will receive the applications by email from the Career Service
Other information
Register
Preview
Universita' Commerciale Luigi Bocconi
10 Jun 2010 14:31:43
Credits

Requesting an internship agreement

In order to activate an internship, Università Bocconi and the employer are required to sign an agreement (Internship Covenant).
Employers may request the creation of a new Internship Covenant through the specific section that can be found on the left side of the screen.
Please note that Università Bocconi reserves the right to evaluate and approve the creation of a new Internship Covenant (Fig. 6) and will be in charge of the preparation of the original documents.
The Internship Office will send an advance copy of the document that will need to be countersigned by the employer's Legal Representative. This document will then need to be returned to the Internship Office by fax (fax n. +39 02-58365705). The Internship Office will send two original copies of the agreement by registered mail. One copy signed by both parties will be held by the employer, while the other copy must be returned to the University at the following address: Career Service – Internship Office Università Bocconi Piazza Sraffa 11, 20136 Milan - Italy.
Activation of the agreement requires an average of 10 days after the agreement request form has been completed.
As soon as the University receives by fax the signed copy of the Internship Covenant, it will be possible to fill in the first Internship Document for the selected candidate. The employer will subsequently be able to prepare Internship Documents for any other future interns.
A draft of the Internship Covenant (including the insurance against accidents and civil liability) is published on the User's Manual on the JobGate homepage.

If the employer is not entitled to sign an Internship Covenant, it is possible to consider activating a single internship by using the feature Internship Document which may be found on the left of the screen (read the following paragraph).

Fig. 6 – Requesting an agreement


JobGate
Bocconi
User: alecar
Exit: Logout
COMPANY DATA MANAGEMENT
Modify data
View Company Profile
Contacts
Create new contact
Contacts
Locations
Create new location
Location
INTERNSHIP MANAGEMENT
Request Internship Covenant
Fill in Internship Document
View/Modify Internship Document
Check/Modify Internship Covenant
INSERT NEW OFFERS
Enter Internship Offer
Enter Placement Offer
View/Modify Offer
NEWSLETTER
Internship Offers
Placement Offers
INFORMATION
CONTACT CAREER SERVICE
Internship Covenant REQUEST
Please fill out all mandatory items carefully.
In order to activate an internship, Universita' Bocconi and the employer are required to sign an agreement (Internship Covenant).
The complete text of the agreement (including insurance policies) is published in the User's Manual located on the JobGate homepage.
It will be possible to fill in the Internship Document only after the agreement has been stipulated. Upon completion of the bilateral agreement request, further instructions will be provided.
If the employer is not entitled to sign the Internship Covenant, it is possible to consider activating a single internship by using the feature Internship Document which may be found on the left of the screen.
* Compulsory Fields
Italian Guild (only for italian companies)
No Internship Covenants
Legal Representative's Name
Legal representative's surname
Place of birth
Date of birth
(Es. YYYY-MM-DD)
Contact person Active
test2 test2
Register
Universita' Commerciale Luigi Bocconi
10 Jun 2010 14:34:02
Credits

The "Internship Document" contains information on the intern, the duration and the content of the internship.
Please fill in all the sections, paying particular attention to the following:

- The student ID number is necessary and must be provided by the candidate;
- Functional area: please select "other" if no other choice is appropriate;
- Due to system needs, internship should start no less than 5 days after the Internship Document has been filled in. If this does not occur, the Internship Office will change the date according to this criteria, moving up the final date of the internship as well;
- the minimum duration of an internship in Italy is 12 weeks (84 days), 10 weeks (70 days) for curricular internships outside Italy; the maximum duration is 180 days in both cases;
- The job description should be as clear and complete as possible and users are kindly requested not to use abbreviations or acronyms;
- fill in the section "Company Representative" with the name of the person that will sign the document.

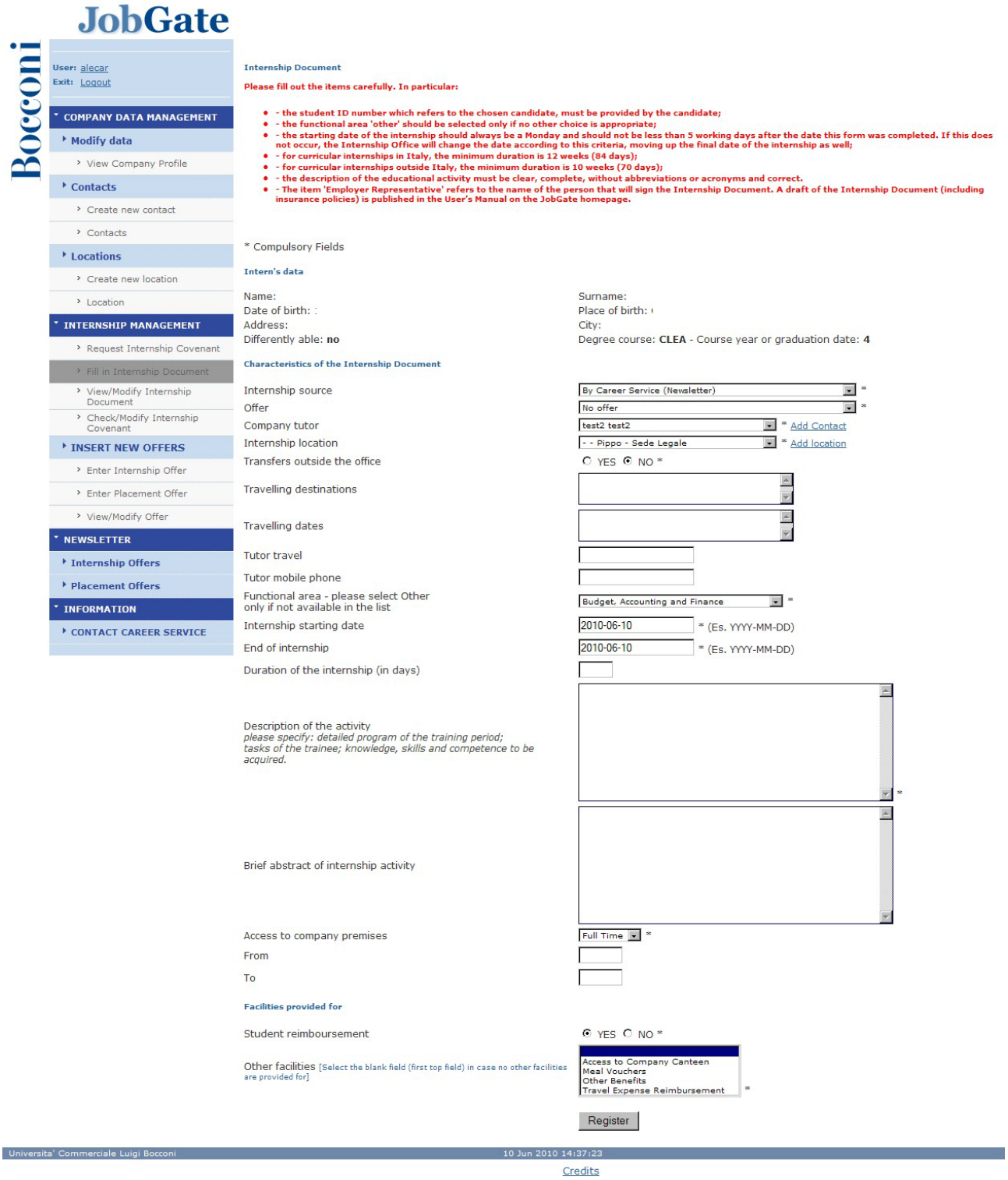
A draft of the Internship Document (including the insurance against accidents and civil liability) is published on the User's Manual on the JobGate homepage. After the form has been completed with all the required information, Università Bocconi reserves the right to approve or reject (modify, amend) the Internship Document. The employer will be informed by email.

The Internship Office will print out and sign two original copies of the Internship Document and will give them to the student before the start of the internship. The fist day of the internship the intern and the employer will sign both copies of the document and each one of them will keep one for their files. At the same time one copy must be sent by fax to the Internship Office (0039-02-5836-5705).

In exceptional cases, if students can not pass by the Office, it may be possible to send a copy of the Internship Document by fax. The original copies will be sent by registered mail.

There is a specific section (Fig. 7) where employers may have an overview of the ongoing internships and may save a draft of the internship document that may be used for future interns.

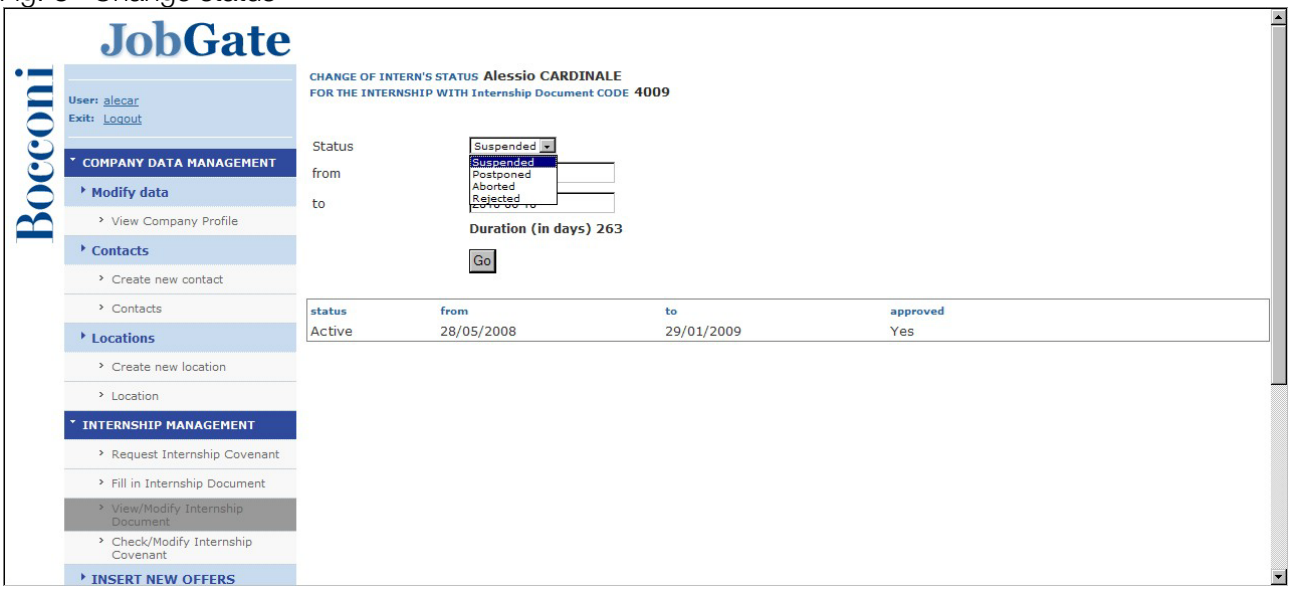
Fig 7-Completing an internship document


JobGate
Bocconi
User: alecar
Exit: Logout
COMPANY DATA MANAGEMENT
Modify data
View Company Profile
Contacts
Create new contact
Contacts
Locations
Create new location
Location
INTERNSHIP MANAGEMENT
Request Internship Covenant
Fill in Internship Document
View/Modify Internship Document
Check/Modify Internship Covenant
INSERT NEW OFFERS
Enter Internship Offer
Enter Placement Offer
View/Modify Offer
NEWSLETTER
Internship Offers
Placement Offers
INFORMATION
CONTACT CAREER SERVICE
Internship Document
Please fill out the items carefully. In particular:
- the student ID number which refers to the chosen candidate, must be provided by the candidate;
- the functional area 'other' should be selected only if no other choice is appropriate;
- the starting date of the internship should always be a Monday and should not be less than 5 working days after the date this form was completed. If this does not occur, the Internship Office will change the date according to this criteria, moving up the final date of the internship as well;
- for curricular internships in Italy, the minimum duration is 12 weeks (84 days);
- for curricular internships outside Italy, the minimum duration is 10 weeks (70 days);
- the description of the educational activity must be clear, complete, without abbreviations or acronyms and correct.
- The item 'Employer Representative' refers to the name of the person that will sign the Internship Document. A draft of the Internship Document (including insurance policies) is published in the User's Manual on the JobGate homepage.
* Compulsory Fields
Intern's data
Name:
Surname:
Date of birth:
Place of birth:
Address:
City:
Differently able: no
Degree course: CLEA - Course year or graduation date: 4
Characteristics of the Internship Document
Internship source
By Career Service (Newsletter)
Offer
No offer
Company tutor
test2 test2
Add Contact
Internship location
- - Pippo - Sede Legale
Add location
Transfers outside the office
YES NO
Travelling destinations
Travelling dates
Tutor travel
Tutor mobile phone
Functional area - please select Other only if not available in the list
Budget, Accounting and Finance
Internship starting date
2010-06-10
(Es. YYYY-MM-DD)
End of internship
2010-06-10
(Es. YYYY-MM-DD)
Duration of the internship (in days)
Description of the activity
please specify: detailed program of the training period; tasks of the trainee; knowledge, skills and competence to be acquired.
Brief abstract of internship activity
Access to company premises
Full Time
From
To
Facilities provided for
Student reimboursement
YES NO
Other facilities [Select the blank field (first top field) in case no other facilities are provided for]
Access to Company Canteen
Meal Vouchers
Other Benefits
Travel Expense Reimbursement
Register
Universita' Commerciale Luigi Bocconi
10 Jun 2010 14:37:23
Credits

Communicating changes to the internship

All changes must be approved by the Internship Office. It will not be possible to make new changes before the previous are approved.

Fig. 8 –Change status



Regarding the individual status changes found in the "change status" area, please note the following:

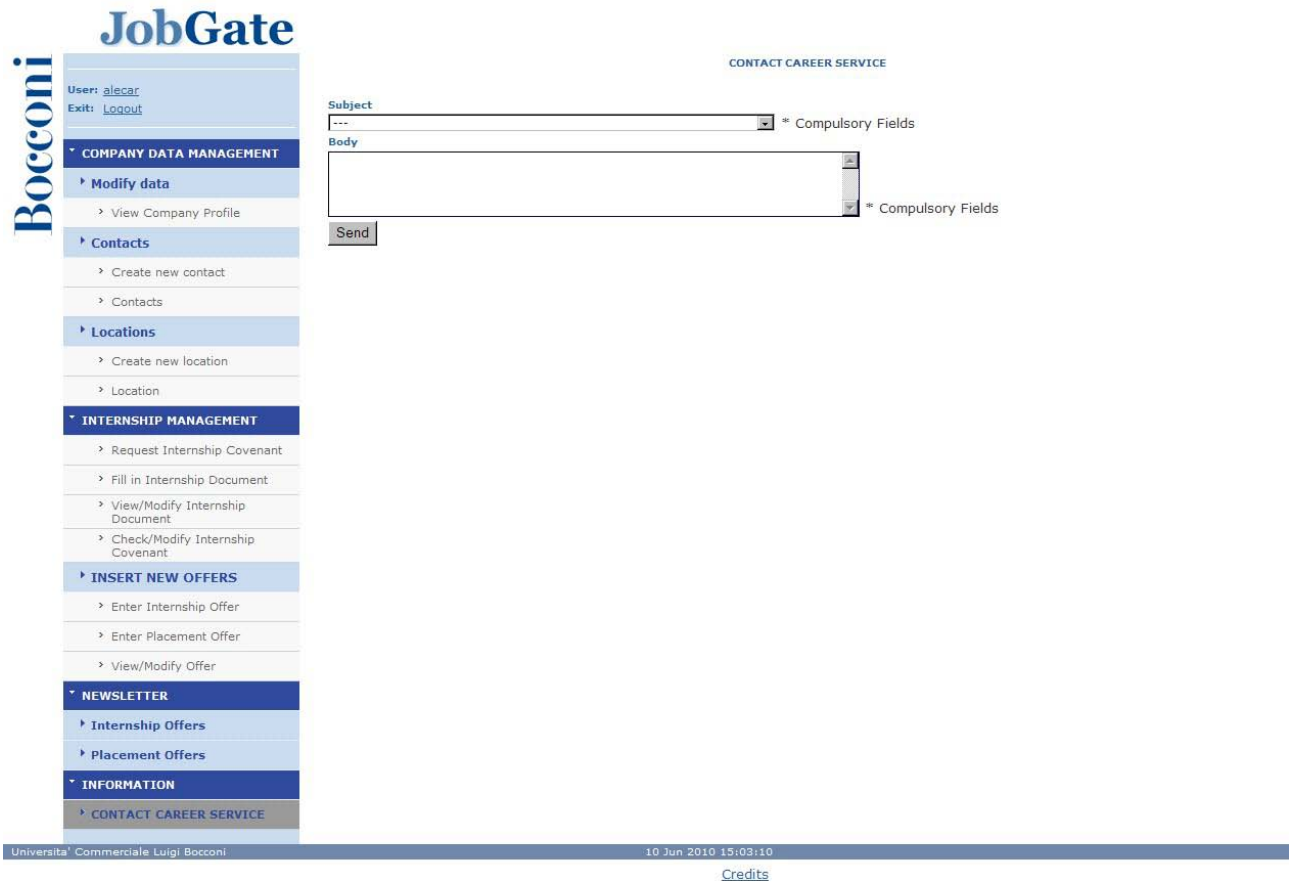
Extension: the employer may indicate a longer internship period provided that the total duration (first period + extension) is not longer than 180 days. If longer than 180 days, the employer should communicate the reasons of the extension to the Internship Office and possibly identify a new internship with new educational objectives involving the same resource.

Suspension: temporary interruptions (suspensions) occur for reasons such as office closings or holidays/vacations which are equal to or longer than 5 days in a row. Temporary interruptions which last less than 5 days do not need to be recorded. Temporary interruptions must be made up at the end of the internship, particularly for curricular internships with a minimum duration of 12 weeks (84 days in Italy) or 10 weeks (70 days) outside Italy.

Interruption: An internship can be canceled or the intern can leave the internship before the start of the internship only for justified reasons. The employer should record the date of the internship interruption in the system. It will be approved only after both parties communicate the reasons of the interruption to the Internship Office by email.

Requesting information or support when using JobGate

To request support regarding the main JobGate features, the proper request form should be used.



00/00 – 00/00/00

INTERNSHIP AGREEMENT

The present agreement defines the relationship between:

Università Commerciale Luigi Bocconi, Via Sarfatti 25, 20136 Milano (Italy),here below called "the University" and represented by the Special Proxy Mrs.Laura Candotti and

the Company/Istitution: here below called "the Host Institution" and represented by: ***Mr./Mrs.***

regarding the internship for an operative application of studies in the Host Institution made by Università Bocconi students and graduates of:

the student/graduate, here below called the "Intern": ***Mr./Mrs.***

Registration number: Degree course:

Year of attendance: or Graduation date:

Curricular internship authorization: Yes /No

Date and place of birth:

Home address:

ART.1: The internship has as its main objective to ensure an operative practice of education and complete the professional training. The internship programme is approved by both the Host Institution and the University, on the base of the general program of studies, for a practical general training. The training activity that will be established cannot be interpreted in any way whatsoever as an employment or advice relationship.

ART.2: This Agreement refers to the following internship project:

Duration of internship: starting from … to …

Internship location:

Department:

Financial aid:

The Host Institution supervisor:

The University supervisor:

OBJECTIVES AND CONTENTS OF THE INTERNSHIP

FAC-SIMILE

ART. 3: Rights and duties of the Intern

3.1 The intern training activity during the period of stay at the Host Institution is followed and controlled by the Host Institution internship supervisor. During the internship, the intern, even if he will not be submitted to working schedule and job salary terms, must conform to what is defined with the Host Institution supervisor and adapt to the rules and procedures adopted by the offices.

3.2 All data relating to the Host Institution and/or its business, that the intern will become aware of on the occasion of his internship, will be regarded as confidential and not disclosed to any third parties. Such obligation involves all documents, registrations and database, etc., to which such data relate.

3.3 The internship takes place upon the date fixed commonly agreed between the University and the Host Institution supervisor. The average duration of the internship is 2 to 6 months. The intern may go to University during the internship period for exams or tests previously agreed with the Host Institution.

3.4 The intern must issue, at the end of the internship, a final internship evaluation on the activity developed. This document shall be made available to the University.

3.5 The intern can be rewarded with a grant, decided and defined in the amount completely by the Host Institution. In case of further hiring, the internship period can not be considered for ancient title.

3.6 An interruption without serious reasons of an internship which is initiated by the intern will result in a one-month suspension from the possibility of formalizing another internship with the University Career Service.

ART. 4: The Host Institution and the intern are asked to communicate positive or negative feedback during the internship in a timely manner to the university supervisor. At the end of each internship, the Host Institution will complete the Final Internship Evaluation and draw up a certification regarding the internship's nature and length. Using these documents, the Career Service reserves the right to evaluate the educational content and competencies acquired during the experience completed in the host company/organization.

ART. 5: The University will take out an insurance policy, regarding accidents during the job (INAIL position no. 6477566/51 and an additional insurance policy (Chubb Insurance Company of Europe S.E. no. 64804072) and civil liability (Allianz Spa position no. 52373820), in favour of the intern covering the internship period according to the requirements as set out by the law. In case of accident during the job, the intern must communicate it timely and send the relevant documentation to the Company. This communication must be forwarded to the University as well.

ART. 6: The University may carry out controls during the student's internship, in order to verify that it is being carried out and that the agreements that exist between parties are being respected. If the student is repeatedly unavailable, the internship will be deemed null, in which case a communication will be sent in a timely manner to the intern and to the Host Institution.

ART. 7: During the internship, the Host Institution will inform the University in advance regarding disruptions (ex. holiday or summer closings) and interruptions.

The Host Institution _____ date _____

(Signature and stamp)

The Intern _____ date _____

(Signature)

The University _____ date _____

Special Proxy

(Signature and stamp)

INTERNSHIP COVENANT

The present covenant defines the relationship between the ***Università Commerciale Luigi Bocconi, Via Sarfatti 25, 20136 Milano (MI)***, here below called "the University" and represented by the Special Proxy Mrs. Laura Candotti and the Company/Institution _____ _____ represented by _____ here below called "the Host Institution" regarding the internship for an operative application of studies in the Host Institution made by Bocconi University students. The Covenant is a general agreement that in no way obliges the Host Institution to accept one or more interns.

ART.1: The internship has as its main objective to ensure an operative practice of education and complete the professional training. The internship programme is approved by both the Host Institution and the University, on the base of the general program of studies, for a practical general training. The training activity that will be established cannot be interpreted in any way whatsoever as an employment or advice relationship. On particular conditions, the student can earn academic credit for an internship

ART. 2: The intern training activity during the period of stay at the Host Institution is followed and controlled by the Host Institution internship tutor. During the internship, the intern, even if he will not be submitted to working schedule and job salary terms, must conform to what is defined with the Host Institution tutor and adapt to the rules and procedures adopted by the offices. It is understood that all data relating to the Host Institution and/or its business, that the intern will become aware of on the occasion of his internship, will be regarded as confidential and not disclosed to any third parties.

Such obligation involves all documents, registrations and database, etc., to which such data relate.

ART. 3: The internship takes place upon the date fixed in the Internship Document attached and commonly agreed between the University and the Host Institution tutor. The average duration of the internship is 2 to 6 months. The intern may go to University during the internship period for exams or tests only if asked by this last one.

ART. 4: The University will take out an insurance policy, regarding accidents during the job (INAIL position no. 6477566/51 and an additional insurance policy (Chubb Insurance Company of Europe S.E. no. 64804072) and civil liability (Allianz Spa position no. 52373820), in favour of the intern covering the internship period according to the requirements as set out by the law. In case of accident during the job, the intern must communicate it timely and send the relevant documentation to the Company. This communication must be forwarded to the University as well.

ART. 5: The internship is formalised with a training document that includes the internship development topics (place and period, contents and aims, name of persons responsible) and everything that refers to ART. 4 of this covenant for what concerns the insurance. This document is sent by the University to the intern and to the Host Institution and must be signed by the counterparts for acceptance.

ART. 6: At the end of the internship the Host Institution undertakes to draw up a certificate (see the attached example) stating the period and the nature of the internship.

ART. 7: The intern can be rewarded with a grant, decided and defined in the amount completely by the Host Institution. In case of further hiring, the internship period can not be considered for ancient title.

ART. 8: The intern must issue, at the end of the internship, an exhaustive report on the activity developed. This document shall be made available to the University and to the Host Institution tutor.

Date _____

The University

Special Proxy

The Host Institution

_____

_____

FAC SIMILE

INTERNSHIP DOCUMENT
BASED ON INTERNSHIP COVENANT (N. LIBRO MASTRO DEL DATA STIPULA LIBRO MASTRO GG/MM/AAAA) AGREED BETWEEN BOCCONI UNIVERSITY AND NOME ENTE OSPITANTE

Intern: Nome COGNOME

Registration number: cifre

Degree course: acronimo corso laurea

Year of attendance: cifra

or Graduation date: GG/MM/AAAA

Date and place of birth: Città gg/mm/aaaa

Fiscal Code:

Home address: indirizzo n. civico, Città (Pv)

Curricular internship authorization: Yes /No

The University supervisor: Nome Cognome

The Host Institution supervisor: Nome Cognome

Location of the internship: RAGIONE SOCIALE ENTE OSPITANTE indirizzo n. civico, Città (Pv)-Stato

Department: area funzionale jobgate

Financial aid:

Duration of internship: cifra gg starting from gg/mmm/aaaa to gg/mm/aaaa

Suspension: to be communicated

Insurance policy (on charge of University):

-accident during the job

(INAIL position no. 6477566/51 and Chubb Insurance Company of Europe S.E. no. 64804072)

-civil liability (Allianz Spa position no. 523738820)

FAC-SIMILE

OBJECTIVES AND CONTENTS OF THE INTERNSHIP

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INTERN'S DUTIES

- *The intern will carry out the activities and guidelines outlined in the educational content and follow the directions of the Host Institution supervisors.*
- *The intern will respect hygiene, safety and health regulations in the workplace.*
- *The intern will regard as confidential any data, information or knowledge concerning performance and product processes acquired during or after the internship.*
- *The intern will be required to complete the Final Internship Evaluation regarding the internship activities and a final report for an internship found with the International Programs.*
- *The intern should request verification and authorization for any material or work used for purposes external to the Host Institution.*

HOST INSTITUTION'S DUTIES

• *The Host Institution will assign the role of the intern's "supervisor" to a professional expert.*
• *During the internship, the Host Institution will inform the University in advance regarding: any transfers or trips of the intern, changes to work hours, disruptions (ex. holiday or summer closings), interruptions.*
• *At the end of each internship, the Host Institution will complete the Final Internship Evaluation and draw up a certification regarding the internship's nature and length. Using these documents, the University reserves the right to evaluate the educational content and competencies acquired during the experience completed in the host company/organization.*

WARNINGS
• *An interruption of an internship which is initiated by the intern will result in a one-month suspension from the possibility of formalizing another internship.*
• *The Host institution and the intern are asked to communicate positive or negative feedback during the internship in a timely manner to the university supervisor.*
• *The University reserves the right to monitor the internship, in order to verify the actual performance of the experience and the observance of the Internship Document agreement. If the student is repeatedly unavailable, the internship will be deemed null, in which case a communication will be sent in a timely manner to the intern and to the Host Institution .*

Date _____

The University	*The Intern*	*The Host Institution*
_____	_____	_____